



# DEVELOPMENT AND COMMUNICATIONS COORDINATOR JOB DESCRIPTION

## BASIC INFORMATION

**Job Title:** Development and Communications Coordinator

**Status:** Full Time, Exempt

**Place of Performance:** Seattle, Washington

**Travel Requirements:** Limited (<10%) overnight travel via air or car required

**Supervisor:** Chief Development and Communications Officer (CDCO)

**Direct Reports:** None

## THE OPPORTUNITY – About Washington STEM

Join a team that is passionately committed to advancing economic opportunity by inspiring and preparing Washington youth for high-demand careers and lifelong learning through a focus on science, technology, engineering, and math (STEM) education. Washington STEM and its regional STEM Networks and community partners create solutions and change policies to bring the best STEM education to Washington students, especially students of color, females, and youth living in high-poverty and rural communities. Our goal is for every Washington youth to realize their full potential and thrive in our innovation-driven economy and society. Launched in 2011, Washington STEM has a track record of success, a highly engaged board of directors, and an entrepreneurial and results-driven spirit. Located in an innovation center just south of Puget Sound's thriving technology hub, our organization has a close-knit team of 20 in which we place a high priority on communication, collaboration, and fostering diversity, equity, and inclusion where each person is supported to thrive, and having fun together. Washington STEM recognizes that historical and systemic inequity, especially institutional racism, is the root cause to problems we aim to solve. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve. We are in search of a development and communications coordinator who will advance the organization's values and impact. For more information about Washington STEM, please visit <http://www.washingtonstem.org/>.

## POSITION SUMMARY

The Development and Communications Coordinator is responsible for coordinating activities and managing projects across all areas of our development and communications program and serves as the central steward of the fundraising database, DonorPerfect. Strong candidates will bring a keen attention to detail, a commitment to equity, passion for learning, an appreciation for diverse perspectives, and the ability to navigate tasks ranging from gift entry and the maintenance of data-heavy spreadsheets to event support and ad hoc research projects.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as primary steward of the donor database DonorPerfect; process gifts, generate gift acknowledgements, engage in regular maintenance of records.
- Create organizational data hygiene document and engage in regular backups of data.
- Run reports as needed in a timely and accurate manner.
- Coordinate month-end and annual year-end reconciliation activities with finance staff.
- Provide development-related information to finance staff as requested (e.g. 990, audit).
- Produce and circulate monthly and yearly data dashboards.

- Build meaningful, authentic and respectful relationships with internal and external constituents.
- Track CEO's and CDCO's contacts as appropriate to help us build lasting relationships.
- Provide administrative support for the development team, including drafting and producing acknowledgements and letters; coordinating email/mail communications; and creating and maintaining department files, calendars, and ongoing reports.
- Support CDCO in scheduling and coordinating meetings, producing meeting materials, and taking minutes as needed.
- Provide support as needed for cultivation, stewardship, and fundraising events. (donor cultivation events, Pi Day, fundraising events)
- Provide support as needed to communications efforts.
- Monitor general organizational email accounts.
- Other duties and special projects as assigned.

## QUALIFICATIONS AND EXPERIENCE

### Education and Work Experience:

- Bachelor's degree (BA/BS) preferred but not required
- Prior experience in fundraising and specifically working in a fundraising database required
- Minimum two or more years support experience in development or equivalent
- Experience working in DonorPerfect strongly preferred but not required
- Commitment to race and social justice essential

### Management & Communication:

- Excellent attention to detail, promptness, and dependability
- Ability to evaluate and prioritize workload to support multiple staff and meet deadlines
- Ability to organize and set clear expectations for tasks and deliverables
- Strong organizational and interpersonal skills
- Excellent written and oral communications
- Demonstrated ability to work well with others and take initiative

### Work Environment:

- Thrive in fast-paced work environment
- Ability to work well within a cross-functional team environment
- Open office environment with moderate noise levels from standard office equipment and conversation; occasional lifting of up to 20 lbs.; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required

### Technical:

- Experience with databases and spreadsheets required. Experience with DonorPerfect strongly preferred.
- Demonstrated proficiency using diverse technology platforms, programs, and services, including Microsoft Office and online meeting tools.

## BENEFITS

- Competitive salary commensurate with experience. (\$52,000-71,500).
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- PTO and holidays
- Generous matching 401(k)

## HOW TO APPLY

Washington STEM is an Equal Opportunity Employer who cares deeply about its staff and prohibits discrimination and harassment of any kind. All employment decisions at Washington STEM are based on organizational needs, job requirements and individual qualifications without regard to race, age, color, religion or belief, family or parental status, or any other status protected by the law. The position will remain open until filled; however, anyone interested in the position is encouraged to apply early in the process. To apply, please send a cover letter and resume addressed to Migeen Han, Chief Development and Communications Officer at Washington STEM- [info@washingtonstem.org](mailto:info@washingtonstem.org). Your cover letter should express your qualifications for and interest in this role as well as answer the following questions: What does it mean for you to have a commitment to diversity and equity? Please give an example of how you have demonstrated that commitment and how you might apply that in the position at Washington STEM. No calls, please.